

United States Consulate General, Guangzhou  
December 14, 2012

Dear Prospective Offeror:

Solicitation for Newsletter Editing Services

The U.S. Government has a requirement for hiring newsletter editing services. If you are interested in submitting a quotation, please contact Ms. Karen Huang in General Services Office for a solicitation document before January 4, 2013. She can be reached by email at [huangks@state.gov](mailto:huangks@state.gov).

The U.S. Government intends to award a purchase order to the responsible offeror submitting a technically acceptable quotation at the lowest price. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Attached is the Scope of Work and requirement of quote submission.

Sincerely,



Francoise Baramdyka  
Contracting Officer

Enclosure

## **SCOPE OF SERVICES**

The contractor shall complete all work, including furnishing all labor, material, transportation, equipment and services, required under this contract for the editing and production of the Mission community newsletter during the period of performance specified in the next paragraph. The price listed below shall include all labor, materials, overhead, and profit. In consideration of satisfactory performance of all scheduled services required under this contract, the Government will pay the contractor a firm-fixed-price per issue.

## **STATEMENT OF WORK**

The contractor/editor shall write, prepare, edit and submit in final form for publication, two issues each month to the Consulate.

This newsletter is a biweekly publication aimed at the official American community and their families. The paper's length varies depending upon material available. The minimum length is eight pages and the maximum length is twenty-two pages. Sixteen to eighteen pages is the usual length. The file should be submitted in Word format, and must be able to be published in Adobe Acrobat. The completed document is to be comparable or better in scope, presentation and quality to the sample newsletter entitled "*Pearl Jam*". The sample of "*Pearl Jam*" dated September 7, 2012 is available in the Community Liaison Office upon request.

The contractor shall provide the worksite and equipment necessary to produce this newsletter.

No later than Close of Business (COB) of the first and third Monday of each month, the Contractor shall e-mail the finished work product to:

The Community Liaison Office  
U.S. Consulate General, Guangzhou

The Community Liaison Officer shall notify the contractor that the newsletter as submitted is acceptable or will require revisions within three days upon receipt of the drafted newsletter. If revisions are required, they must be completed and the final newsletter re-submitted to the Contracting Officer not later than the first and third Thursday of each month.

The newsletter shall be published electronically via e-mail, issued by the Contracting Officer or Community Liaison Officer (CLO), as well as in hardcopy. Use of color and graphics shall be at the discretion of the contractor, subject to the Contracting Officer's review of suitability for e-mail publication.

#### **SUBMISSION OF QUOTE**

The contractor/editor is requested to submit a quote for per issue of Consulate newsletter as well as a sample newsletter for Consulate Committee to review to ensure it is technically acceptable. The sample newsletter should reflect the product that the contractor/editor will deliver after the PO is awarded. Therefore, it should be prepared as if for the Consulate Community, with Guangzhou-related information and any topics the editor finds interesting.